



IDAHO REAL ESTATE LICENSE APPLICATION

REE-005-33
rev. 07/08

(208) 334-3285
(208) 334-2050-FAX

Idaho Real Estate Commission
P.O. Box 83720
633 N. 4th Street
Boise, ID 83720-0077

Toll-free in Idaho
(866) 447-5411

Website: <http://www.irec.idaho.gov>

IREC use only

License # _____
Date Effective _____
Date Expires _____
Receipt Issued _____

INSTRUCTIONS: Complete this application form, provide all attachments as requested on the "Attachment Checklist" on the back page, and submit it to the Idaho Real Estate Commission (IREC). Please advise IREC of any individuals needing accommodations. Applications that are illegible, incomplete, not accompanied by the proper license fee, the proper attachment(s), or any other applicable fees will be returned. Fees must be for the exact amount, and by check or money order, payable to the **IDAHO REAL ESTATE COMMISSION**. **The application/license fee is \$160.**

You are NOT licensed until IREC **approves** your license application. It is unlawful for you to engage in the business or act in the capacity of a real estate licensee in Idaho without first obtaining your license. Your license will generally be issued within **two weeks** after IREC receives the **completed** application. The expiration date of a license is based upon the last day of the month of an individual's second successive birthmonth following the day of licensure, or in other words, one (1) year plus the months up to and including the month of the next birth date of the licensee.

1. PERSONAL INFORMATION

_____ / ____ / ____
social security number birth month day year maiden name or other names used

(full legal name) last first middle nickname (if used)

home telephone cell phone number e-mail address

(physical address) number, street, apt.

city county state zip code

(mailing address, if different from above) number, street, apt.

city county state zip code

2. By submitting this application, I attest, under penalty of perjury, that:

- ☐ I am a US Citizen; OR ☐ I am a legal permanent resident of the United States; OR
☐ I am otherwise lawfully present in the United States; OR ☐ None of the above.

3. LICENSE TYPE (check one) ☐ Broker ☐ Associate Broker ☐ Salesperson

4. LICENSE STATUS (check one) ☐ Active (continue to #5) ☐ Inactive (skip to #9)

5. ACTIVE LICENSEES: License certificates are NOT required. ☐ NO, I do not request a license certificate; ☐ YES, I request a Commission-issued license certificate at a cost of \$15 each. (Add \$15 to the license fee.)

6. BUSINESS INFORMATION Location at which you will work (check one) ☐ Main office ☐ Branch office

designated broker's name

business name

business license number business telephone business FAX number

number, street, apt. P.O. box number business e-mail address & website

city county state zip code

7. LEGAL FORM OF BUSINESS (To be completed by DESIGNATED BROKER APPLICANTS ONLY.)

Check the appropriate type of business your real estate firm will be and attach the appropriate application.

- ☐ Sole Proprietorship (no separate application required) ☐ Partnership ☐ Limited Partnership
☐ Limited Liability Partnership ☐ Limited Liability Company ☐ Corporation

8. CERTIFICATION BY BROKER (To be completed by the designated broker on applications for individuals applying for active licensure as either an associate broker or a salesperson.)

I hereby certify that _____ will be associated with me and work at the address
stated above. name of applicant

name of designated broker (please print) signature of designated broker date

9. HIGH SCHOOL EDUCATION (Provide a copy of your high school diploma, transcript or equivalency certificate)

name of institution _____

location (city & state) _____

date of graduation _____

10. APPLICANTS CURRENTLY LICENSED IN ANOTHER STATE. (If you do NOT hold an active license in another state, skip this section.) If you currently hold an active license in another state, you may be exempt from some or all of the education and examination requirements, depending upon whether Idaho has a licensing agreement with the other state. (Additional information and instructions about specific requirements for each state can be requested from IREC and is available on the IREC website.) If you hold an active license in another state, indicate the state below. Designated broker applicants must complete section 12c.

State of Primary Licensure _____ Type of license held _____
(i.e. Broker, Associate Broker, Salesperson)

Agreement of Understanding: All applicants applying for licensure in Idaho under any agreement with another state, by this properly completed and signed license application, do affirm that they have read and fully understand the terms of that licensing or reciprocal agreement, and do affirm that they have read and fully understand the laws governing real estate activities in Idaho and any real estate license issued by Idaho, and agree to be bound by that agreement and those laws.

11. LICENSE EXAM (attach results) Date passed National _____ Date passed State _____

12. REAL ESTATE EDUCATION (Provide certificates or transcripts. If you are requesting evaluation for credit for courses other than IREC approved courses, you must submit course descriptions and certificates or transcripts, including number of hours attended and areas of study. Education must have been completed within **three** years prior to application date. (Prelicense courses completed after June 30, 2008 are valid for 3 years. Prelicense courses completed on or before June 30, 2008 are valid for 5 years.)

A. Salesperson (90 hours):

<u>Required Courses</u>	<u>Provider</u>	<u>Location (city, state)</u>	<u>Completion Date</u>	<u>Classroom Hours</u>
Module I	_____	_____	_____	_____
Module II	_____	_____	_____	_____

B. Broker (90 hours):

<u>Required Courses</u>	<u>Provider</u>	<u>Location (city, state)</u>	<u>Completion Date</u>	<u>Classroom Hours</u>
Real Estate Law	_____	_____	_____	_____
Brokerage Management	_____	_____	_____	_____
Elective	_____	_____	_____	_____
Elective	_____	_____	_____	_____

C. Designated Broker: In addition to the above required courses, applicant must have completed the Idaho Broker Management or Business Conduct and Office Operations (BCOO) course within the previous 3 years. This requirement applies to all designated broker applicants, even those licensed in another state and/or applying under a license recognition agreement.

<u>Required Course (check one)</u>	<u>Provider</u>	<u>Location (city, state)</u>	<u>Completion Date</u>	(check one for each question)
<input type="checkbox"/> Idaho Brokerage Management	_____	_____	_____	
<input type="checkbox"/> BCOO	_____	_____	_____	

13. ERRORS & OMISSIONS INSURANCE (To be completed by all ACTIVE applicants.)

Idaho Law requires that actively licensed persons obtain and maintain Real Estate Errors & Omissions (E&O) Insurance as a precondition to licensure, and that no licensee may hold an active license without insurance. Failure to obtain and maintain insurance will result in the immediate inactivation of the license, and will also subject the licensee to disciplinary action, which could include suspension or revocation of the license and imposition of a fine.

Applicants are required to obtain a Certificate of Insurance, signed by an authorized agent or employee of the insurance provider, which must be made available for inspection upon request by the Commission.

I have obtained E&O insurance ☐ YES ☐ NO

Errors & Omissions Insurance Carrier: _____

Policy Number (if known): _____ Expiration Date: _____

14. Have you had a real estate or other professional or occupational license revoked, suspended, or surrendered, or the renewal refused, for a disciplinary violation involving fraud, misrepresentation, or dishonest or dishonorable dealing, in Idaho or any other jurisdiction, within the five (5) years immediately prior to the date this application is submitted to the Commission? ☐ YES* ☐ NO
15. Have you been convicted** of a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing, in state or federal court, within the five (5) years immediately prior to the date this application is submitted to the Commission? ☐ YES* ☐ NO
16. Have you ever been convicted** of any felony in state or federal court? (You may request an "exemption review" as provided in Section 54-2012(1)(f), Idaho Code, if at least five (5) years have passed since you completed any period of probation, confinement, or parole.) ☐ YES* ☐ NO
17. **RECORD OF LICENSURE** (If you have ever been licensed as a real estate broker or salesperson, complete the following.)

List states in which you have ever been licensed, including Idaho, beginning with original state of licensure.	Dates of Licensure From / To	License Active From / To	Has license ever been revoked or otherwise disciplined?*
_____	_____	_____	<input type="checkbox"/> YES* <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES* <input type="checkbox"/> NO

* If your answer to ANY of numbers 14 through 17 is "yes", give full details including the licensing jurisdiction, the court, title of proceeding, disposition, and any other pertinent information on an attached sheet.

**"Convicted" means a plea of guilty, a plea of nolo contendere, a jury verdict of guilty, or a court decision of guilt, whether or not a judgment or sentence has been imposed, withheld, or suspended.

If you want an e-mail notice that the Commission has received your completed application, provide your e-mail address:

PLEASE NOTE: Applications are processed in the order they are received. Updates on the status of license applications will NOT be given over the phone. You will receive a notification by U.S. Mail when your application has been approved. You may also check the "Licensee Search" section of our website at www.irec.idaho.gov for status information. When your name and license number appear on the website, your license has been approved.

IRREVOCABLE CONSENT TO SERVICE

In accordance with the laws of the state of Idaho to transact business as a real estate broker or salesperson in Idaho, I hereby appoint and authorize the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. (Section 54-2012, Idaho Code)

I acknowledge that it is my responsibility to provide the Idaho Real Estate Commission with a full and current mailing address and to immediately notify the Commission in writing of any change thereto.

CERTIFICATION BY APPLICANT

I certify under penalty of perjury that I have read and completed this application and that the answers appearing hereon are true and correct to the best of my knowledge and belief; and, I further certify that I agree to conduct my business in accordance with the real estate laws and rules governing real estate practice in Idaho; and, I further certify that I have not acted and will not act as a real estate licensee in Idaho prior to final approval of my license by the Idaho Real Estate Commission. I understand that if I do act as a real estate licensee prior to final approval, my license can be refused or, if issued, action taken against it.

applicant signature

State of _____)
County of _____) ss.

notary
seal

Subscribed and sworn to before me this _____ day of _____, _____.

Signature of notary public

Residing at _____ My commission expires _____

ATTACHMENT CHECKLIST

IREC use ONLY

All applicants:

_____ Copy of license exam results (taken within the last year)	
_____ Copy of high school diploma, transcript, or equivalency certificate, or college transcript	
_____ Copy of real estate education course certificates. If applicable, include course descriptions for out-of-state education	
_____ License fee payable to the Idaho Real Estate Commission (fee covers license period from date of application through last day of your second successive birthmonth)	
_____ Complete explanation of item(s) 14 through 17, if applicable	
_____ Approved IREC fingerprint results (valid 6 months from date cleared)	
_____ Copy of document showing legal presence in US (one of the following):	
* Idaho drivers license or identification card	
* Valid drivers license or identification document with photo from another state or US territory	
* US military card or military dependent's ID card	
* US coast guard merchant mariner card	
* Native American tribal document	
* Valid US passport	

Applicants licensed in another state:

_____ Current certified license history from the primary state of licensure.....	
_____ Copy of current primary license from other state(s)	

Broker & Associate Broker applicants:

_____ Notarized experience verification forms	
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Broker applicants:

_____ Completed "Notice of Opening a Trust Account" form	
_____ File-stamped Certificate of Assumed Business Name from Idaho Secretary of State's office	

Corporation, Partnership, Limited Liability Company, Limited Liability Partnership broker applicants:

_____ (See Real Estate License Manual for list of required documents and steps)	
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INCOMPLETE APPLICATIONS WILL BE RETURNED

NOTICE: Because of rising costs associated with issuing a refund, it is the policy of IREC to refund overpayments of under \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded.

There is a \$20 fee assessed for each check returned to IREC for insufficient funds.